

# DISC Newsletter

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## DISC NEWSLETTER

*Produced and Edited by:*  
Doug Quinn/BAS

*Sponsored by:*  
DISC

*Contributors This Month*

**Production Control Unit**

*Comments & Articles  
should be directed to:*

**Doug Quinn, e-mail:**  
douglass.quinn@state.ks.us

## An Information Periodical For DISC Employees

### Bureau of Information Systems (BIS)- Production Control Unit **By: Dallas Holmes and the PC staff**

The Production Control (PC) unit of BIS is comprised of Computer Operations Manager, Linda Schramek, Computer Operations Supervisor, Regina Mannell, and five Computer Operator III's; Dion Davis, Dan Force, Judy Niccoli, Dennis Smith, and Connie Stroud. The main functions of this unit is to set-up production jobs and submit them to mainframe and midrange computer systems in order to create warrants, reports, and special forms. They check listings and reports for production job abends, consecutive record counts, and correct dollar amounts; maintain record logs of warrants and data sets for future reference; and also distribute reports to interoffice personnel, other agencies, and outside vendors. The PC unit maintains the tape library systems of which includes robotic systems and the off-site vaulting of tapes.

Linda Schramek and Regina Mannell provide a combined 50 years of data processing experience to supervise and manage the Production Control unit. They work closely with the DISC programming staff, other DISC units, Accounts & Reports, and many customer-agency personnel to coordinate scheduling of new production jobs and the maintenance of existing jobs.

Linda and Regina take on the responsibility of running the more technical system procedures such as STARS year-end closing, SHARP year-end W2 processing, and the 1099 year-end processing. They also handle the Focus reports for Accounts & Reports as well as the voice-mail, video conferencing, and TSR billing reports for DISC.

The forms used for printing the STARS, Tax and SRS warrants, the SHARP and Regent warrants and advices, the W2's, and 1099's are an order placement responsibility of this PC management duo.

Dion Davis performs tape library maintenance functions for the Production

Control unit. This work involves working with robotic systems and the transportation of vaulted tapes to and from the off-site disaster recovery area, which is located at the Kansas Museum of History.

He also coordinates the receiving, recording and storage of form shipments to the form storage area within the LSOB. Dion monitors the inventory level of forms for shortages and orders stock from specified vendors as well as handling the distribution of computer paper and special forms to designated user sites. Dion also assists the Computer Operations Facility Specialists on an "as needed" basis.

One of Dan Force's functions within the Production Control unit is to prepare the nightly SHARP payroll production jobs for execution by the other operation shifts. When end users don't receive or are missing some of their payroll reports, Dan searches out the report name within a directory on the UNIX system and places it back out to print.

Dan is also responsible for sending out data information on a weekly basis to the SOK's 12 health insurance carriers, the transmittal of the SOK's employee's AETNA funds and Flex Spending account funds, and the monthly processing of the Kans-a-n billing jobs.

His other duties include the processing of the daily SRS production runs which creates warrants for SRS to send out to its recipients, and the receipt and distribution of microfiche generated by SRS and Tax production runs. The reconciliation of the SHARP off-cycle and on-cycle payroll production runs as well as the sharing of the off-site vault preparation of DLT tapes are also performed by Dan.

Judy Niccoli is the one who will greet you with a smile at the window of Room 703N. She is there to assist you with your tape needs, visitor badges and general inquiries.



## EMPLOYEE INFO



### *Happy August Birthdays to:*

Andy Scharf

David Bloyd

John Perkins

Ryan Kurtneback

Mary Winans

Kevin Tralle

Jeanne Layport

Bryce Warner

Pat Orr

Carol Tillman

Cindy Farmer

Emily Marsh

Don Blocker

Clara Child

Larry Workman

### New Employees:

Deanna  
McNown  
BIS  
Started  
August



Truett  
Reed  
BDAS  
Started  
July



Eldon  
Rightmeier  
BOT  
Director  
Started  
July



Dan  
Czajkowski  
BOT  
Started  
July



Steve  
Lassiter  
BOCS  
Started  
July



**Welcome  
To  
DISC!!!**

### Deaths:

Ryan Kurtnebach's Father passed away  
July 23.

*Sorry For Your Loss  
Ryan. Our Thoughts  
Are With You.*

## **Production Control Unit continued.**

Judy is also the main source for maintenance of the reel tape and the 3480/90 cartridge tape libraries. She ejects and enters cartridges from the 6<sup>th</sup> floor silos to ready them for transportation to the off-site vault. Judy makes sure that there are adequate cartridges available for production use, and initializes tapes and cartridges for use by DISC and other agency personnel.

Finally, Judy is responsible for running the job that produces tax warrants for the Department of Revenue, and a job that creates the outlawed warrant reports for Accounts & Reports and the State Treasurer's office.

Dennis Smith, Production Control's newest staff member, is responsible for running edits on the numerous data sets that are received on a daily basis from various agencies into **STARS**, the **Statewide Accounting and Reporting System**. That entails working closely with agency users to ensure that correct data is entered by tape and/or data-set vouchers into the nightly STARS run.

Dennis also sets-up the jobs for the nightly processing of STARS as well as preparing the STARS jobs for month-end processing, purging, and report generation. Other duties that Dennis

performs are running a job stream that creates Bond Warrants for the State Treasurer's office, and a job stream that creates the monthly retirement warrants for KPERS.

The running of edits on the voluminous incoming data sets from the seven regent university agencies is the primary duty fulfilled by Connie Stroud. She maintains contact with these agencies, staff members of the Accounts & Reports payroll section, and DISC programmers to make sure that the accuracy and timely efficiency of these payroll production jobs are met. She prepares the regent on-cycle and off-cycle payroll production jobs, which creates warrants and advices for the university agencies.

Connie also shares the responsibility of the off-site vault preparation of DLT tapes and submitting jobs for the KOMAND billing. She also submits jobs which create UCI wage and stat reports and datasets for the Department of Human Resources, and quarterly and yearly datasets for KPERS.

The Production Control unit is here to serve you, the customer, in any way that it can. Feel free to stop by 703N to see if we can help you with your data production needs.

## ***Congratulations On Your Marriage***

**Ryan Rinehart was  
recently married while  
in Jamaica with his  
bride to be.**

Division of Information  
Systems and  
Communications (DISC)

Phone: 785-296-4886

Fax: 785-296-1168

Email: [douglas.quinn@state.ks.us](mailto:douglas.quinn@state.ks.us)

## Trivia Answer:

Our State Song , Home On The Range, was written by Brewster Higley. You may want to look at the verses, there are more than I remember or knew. You can view them at :  
<http://www.50states.com/songs/kansas.htm>

## Meeting Our Customer's Needs

## Disaster Readiness

Do you know what to do in case of an emergency at work? Like a tornado, fire, or other disaster.

In case of a tornado people in the Landon Building would seek shelter in the elevator lobby, the central hallways that travel north and south, the inside stairwells, or the restrooms. Do not use the stairwells adjacent to the dock area because they are not a safe shelter from storms. The Docking Building would go to the basement, stairwells, restrooms, elevator lobbies, or designated safe areas.

For a fire, bomb threat, or other emergency where you have to evacuate DISC goes to the State House 3rd floor south. Everyone must meet there and be accounted for before doing anything else.

Whenever the building alarm goes off, or the Capitol Police announce an emergency, you must go to your evacuation area. You never know when a real fire or bomb is about to ravage one of our buildings. Be on the safe side and **GET OUT!**

